

18<sup>th</sup> October 2019

To: Town Mayor and all Members of the Partnership Committee

Town Councillors: **D Abbott, D Jones, K Wattingham and T Welch.**

CBC Councillors **Y Farrell, S Goodchild, P Hamill, A Ryan**

CBC Officers **Mrs Hughes, Community Engagement Manager**

(Copies to all Houghton Regis Town Councillors for information.)

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Partnership Committee** to be held on **29<sup>th</sup> October 2019** commencing at **7.00pm hours** at The Council Offices, Peel Street.



**Clare Evans**  
Town Clerk

**THIS MEETING MAY  
BE RECORDED \***

### AGENDA

1. **APOLOGIES AND SUBSTITUTIONS**
2. **QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)**

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 1(f) and 1(h).

3. **SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.

Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

## 4. MINUTES

*Pages 5 – 10*

To approve the Minutes of the meeting held on 23<sup>rd</sup> July 2019.

**Resolved: To approve the Minutes of the meeting held on 23<sup>rd</sup> July 2019.**

## 5. PROPOSAL FOR SPORTS FACILITY ENHANCEMENT AT TITHE FARM RECREATION GROUND

*Pages 11 - 14*

Members are advised that the attached report, Appendix A, was presented to the HRTC Environment & Leisure Committee on 17<sup>th</sup> September 2019 and to HRTC Town Council on 7<sup>th</sup> October. The project has been supported by HRTC. This report is shared for information with the Partnership Committee.

Ms L White, Policy Manager, Leisure, Libraries and Countryside, Central Bedfordshire Council will be attending the meeting to discuss this project with members.

**Recommendation: To note the report.**

## 6. IMPROVING HEALTH AND WELLBEING IN HOUGHTON REGIS

Martin Westerby, Head of Public Health Programmes, CBC to give an update on a new approach to improving health and wellbeing in Houghton Regis.

## 7. HOUGHTON REGIS ACADEMY

*Pages 15 - 16*

Members are advised that Chief Executive of the Greenwood Academies Trust, Wayne Dorrie and Simon Cotton, Central Bedfordshire Council School Improvement Advisor will attend the meeting to discuss with members the future of Houghton Regis Academy. As background members will find attached a letter from Greenwood Academies Trust.

## 8. KINGSLAND FEASIBILITY STUDY

Members are advised that Ms Jill Dickinson, Assistant Director Leisure, Libraries and Countryside, Central Bedfordshire Council will be attending the meeting to provide an update on a feasibility study to look at options for new community assets on the Kingsland campus.

## 9. PARTNERSHIP COMMITTEE WORKPLAN

*Pages 17 - 18*

Members are invited to consider the Partnership Committee workplan.

At the last meeting there was some discussion over the following specific issues, updates are included below:

1. Ownership and management of Tithe Farm Road car park and the possibility of introducing parking controls i.e. free for 3 hours (CBC member request)  
*Members agreed a written report to be submitted but not to include on the work plan.*  
*Update – CBC are considering the query from the Partnership meeting. A report will be provided in due course.*
2. Policing levels in Houghton Regis, specifically consideration of call charges to the 101 number and the 01582 471212 number which may be free under some phone tariffs, police call answering times (CBC member request)
3. Off road bikes and the possibility of a dedicated reporting phone number (CBC member request)  
*Members agreed an invitation be extended on behalf of the Town Partnership Committee to the PCC or a representative to discuss items 2 & 3.*  
*Update: the PCC is unable to attend a meeting of the Partnership Committee; however members are advised that the PCC is attending the town council offices in January and HRTC members and CBC ward members are invited to attend.*
4. Management and maintenance of the Chalk Pit (resident request via HRTC)  
*Members agreed to add this item to the work plan.*  
*Update: Please see attached*
5. CCTV within recreational areas to act as a deterrent to anti-social behaviour (CBC member request)  
*Members agreed a written report to be submitted but not to include on the work plan.*  
*Update: CBC have advised that the recreational areas in Houghton Regis do not flag up as hot spot areas for crime and anti-social behavior. The CBC control room have advised that they cover very few recreation grounds as Police data does not support it. Reportedly the local policing sergeant advised that they did not consider this provision as a pressing need. When possible, residents should be encouraged to report ASB to 101 so that intelligence is gathered and resources can be effectively targeted.*
6. Leisure and sports facilities including future football provision (officer suggestion and request from resident)  
*Members agreed to add this item to the work plan.*  
*Update: Please refer to agenda item 5*

## 10. HOUGHTON REGIS PARTNERSHIP – TERMS OF REFERENCE

*Pages 19 - 40*

Members are advised that CBC approved the Town Joint Committee Terms of Reference at Full Council on 26<sup>th</sup> September following a couple of minor modifications / clarifications requested at General Purposes Committee. A covering report and the approved Terms of Reference is attached.



**Houghton Regis Town Partnership Meeting**  
**23<sup>rd</sup> July 2019 at 7pm**

Present:	Central Bedfordshire Councillors:	A Ryan Y Farrell S Goodchild P Hamill	Chairman
	Houghton Regis Town Councillors:	D Jones R Morgan T Welch	(Substitute)
	HRTC Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
	Public:	1	
Also present:	HRTC Councillor:	J Carroll	(Left at 7.15pm)
Apologies:	Councillor:	K Wattingham	
Absent:	Councillor:	D Abbott	

**815 ELECTION OF CHAIR**

Members were invited to put forward nominations for Chair of the Houghton Regis Town Partnership Committee.

In accordance with the approved Committee Functions & Terms of Reference this position should be filled by a Central Bedfordshire Councillor.

Nominee:	Cllr Ryan	Nominated by:	Cllr Welch
		Seconded by:	Cllr Jones

On being put to the vote Cllr Ryan was duly elected as Chair of the Town Partnership Committee.

**816 ELECTION OF VICE CHAIR**

Members were invited to put forward nominations for Vice Chair of the Houghton Regis Town Partnership Committee.

In accordance with the approved Committee Functions & Terms of Reference this position should be filled by a Houghton Regis Town Councillor.

Nominee:	Cllr Jones	Nominated by:	Cllr Farrell
		Seconded by:	Cllr Welch

On being put to the vote Cllr Jones was duly elected as Vice-Chair of the Town Partnership Committee.

**817 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Wattingham (Cllr Morgan substituted) and P Coker, Health Care Hub and S Hughes Community Engagement Manager.

**818 QUESTIONS FROM THE PUBLIC**

A member of the public referred to the s106 money relating to Houghton Quarry and asked when the management of the chalk pit would recommence.

A member of the public referred to SB/07/01448/OUT – Land at Houghton Quarry. Further information was requested on the intended use of the available funds and whether this was to be used for affordable housing?

It was advised that these questions would be responded to in writing.

**819 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**820 MINUTES**

To approve the Minutes of the meeting held on 30<sup>th</sup> April 2019.

**Resolved: To approve the Minutes of the meeting held on 30<sup>th</sup> April 2019 and for these to be signed by the Chairman.**

**821 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

Members received the approved Committee Functions and Terms of Reference for this committee. Members were advised that work had been progressing during 2018/19 to revise the Terms of Reference for the Partnership committees across Central Bedfordshire. This Partnership Committee approved the revised Terms of Reference on 30<sup>th</sup> April 2019. However, the revised Terms of Reference were due to go to the CBC General Purposes Committee in August and then the CBC Full Council in September before they are fully approved.

Members were requested to note that it was intended that there would be new branding launched in parallel.

**Resolved: To note the information.**

**822 HOUGHTON REGIS ESTATE REGENERATION**

An update was provided by Ms Alice Arden-Barnatt, the Estates Regeneration Programme Manager, Central Bedfordshire Council.

Members were advised that the Estates Regeneration Programme had been awarded funding to transform neighbourhoods. Tithe Farm Estate and Parkside Estate had been identified for possible funding. Members were advised that various options had been looked into i.e. delivery of more homes, parking issues and opportunities for development across the area. A member suggested signage be looked at as there were signs of deterioration.

Members raised concerns that residents expectations had been raised previously with the opportunity of funding, however this had not proved successful.

Members requested that this item be included on future agendas for Town Partnership Committee and Ms Arden-Barnatt be invited back to update the committee.

Members agreed to bring forward item 10; Health Care Hub, before item 9; All Saints View.

### **823 HEALTH CARE HUB**

Ms Alice Arden-Barnatt, the Estates Regeneration Programme Manager, attended the meeting to provide an update on the Health Care Hub on behalf of Patricia Coker, Head of Partnerships and Performance. Members were advised that Kingsland had been looked at to integrate the old and new parts of the town.

Members agreed to include this item in the workplan.

### **824 ALL SAINTS VIEW**

Tony Keaveney, Assistant Director Housing, Social Care Health & Housing and Kim Hopcroft, Senior Operations Manager for All Saints View attended the meeting to provide an update on All Saints View.

Members were advised that there would be 168 apartments offering independent living.

Phase 1 expected completion summer 2021

Phase 2 expected completion winter 2023

Members were advised that contractors had been onsite since February and were on track for completion of phase 1. The next few months would see the super structure evolve.

Members were advised that digital signage within Red House Court would be introduced and updated regularly. Central Bedfordshire Council were in discussion with Morrisons regarding use of the disused land to enable contractor parking.

Members were advised of the numbers of properties for rent, shared ownership and outright purchase:

71 Rent

71 Shared ownership

26 Outright purchase

Members were advised that these figures could be subject to change and were dependent on demand.

Members requested an update on the commercial aspect of the build, they were advised that there had been a substantial amount of interest. Members were assured that this commerce was to enhance the businesses in Bedford Square rather than compete with it.

Concerns were raised regarding the location of the crossing on the High Street. Members were advised that Highways have further studies to complete to verify the requirements of the crossing. It was requested that a member of highways be invited to a Town Partnership Committee meeting to speak with councillors.

## **825 REPORTS FROM MEMBERS OF THE TOWN PARTNERSHIP COMMITTEE**

Members of the Town Partnership Committee were invited to provide a verbal report on matters of relevance to Houghton Regis arising in particular from the Committee/s on which they serve.

A member suggested that the presentation of reports from members be offered in an alternative format for future meetings. The Chair and Town Clerk would discuss alternatives.

Councillor Goodchild updated members on Social Care. A pot of money had been allocated to support the changes of GP Practices due to a lack of GP's. CBC was working with the Clinical Care Committee. Work would be completed regarding patients self-care and GP's would focus on patients with more urgent needs, referring other patients to practice nurses.

Councillor Ryan updated members on Childrens Services. Thornhill Primary School would be going to their Board for an expansion to create a further 70 places.

Work would be carried out to CBC play areas in Parkside.

Councillor Farrell updated members on a visit to CBC and was advised that a campaign of 6,400 leaflets had been organised which involved a leaflet to be distributed to houses in selected roads to educate on recycling. Councillor Farrell had suggested an invite from CBC Waste Team be extended to members to visit the recycling plant.

## **826 PARTNERSHIP COMMITTEE WORKPLAN**

Members were invited to consider the Partnership Committee workplan for 2019/20.

Carried forward from 2018/19 were reports on:

- CBC Update report comprising updates from service departments including Houghton Regis Library, Houghton Hall Park, All Saints View
- Joint Committee review
- HRN 2 Community Building
- Estate Regeneration
- Work Plan review



In addition, the Committee had been asked to consider adding to this work plan the following items:

1. Ownership and management of Tithe Farm Road car park and the possibility of introducing parking controls i.e. free for 3 hours (CBC member request)  
*Members agreed a written report to be submitted but not to include on the work plan.*
2. Policing levels in Houghton Regis, specifically consideration of call charges to the 101 number and the 01582 471212 number which may be free under some phone tariffs, police call answering times (CBC member request)
3. Off road bikes and the possibility of a dedicated reporting phone number (CBC member request)  
*Members agreed an invitation be extended on behalf of the Town Partnership Committee to the PCC or a representative to discuss items 2 & 3.*
4. Management and maintenance of the Chalk Pit (resident request via HRTC)  
*Members agreed to add this item to the work plan.*
5. CCTV within recreational areas to act as a deterrent to anti-social behaviour (CBC member request)  
*Members agreed a written report to be submitted but not to include on the work plan.*
6. Leisure and sports facilities including future football provision (officer suggestion and request from resident)  
*Members agreed to add this item to the work plan.*

## 827 CBC UPDATE REPORT

Members received the CBC update report.

**Resolved: To note the report.**

**The Chairman declared the meeting closed at 8.51pm.**

**Dated this 29<sup>th</sup> day of October 2019.**

**Chairman**

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**ENVIRONMENT & LEISURE COMMITTEE**

**Agenda Item 7**

**Date:** 17<sup>th</sup> September 2019

**Title:** PROPOSAL FOR SPORTS FACILITY ENHANCEMENT AT TITHE FARM RECREATION GROUND

**Purpose of the Report:** To invite members to discuss a potential partnership project to deliver refurbished / replacement pavilion and an all-weather pitch at Tithe Farm Recreation Ground.

**Contact Officer:** Clare Evans, Town Clerk

**1. RECOMMENDATION**

**To support the proposed partnership project to deliver refurbished / replacement pavilion and an all-weather pitch at Tithe Farm Recreation Ground.**

**2. BACKGROUND**

Over recent years the town has experienced some changes, some of which have been policy lead (such as the emergence of the Local Plan and the Neighbourhood Plan) and some have been developer lead such as the beginnings of the development with the strategic growth area. There have been numerous consultations around all these aspects which have clearly demonstrated a range of aspirations from residents and other stakeholders for new and enhanced facilities within the existing town and within the growth area.

Along with this but more specifically various discussions have taken place concerning the land at Windsor Drive and the Kingsland Campus. These have been in relation to the future use of these sites and their potential to support local aspirations. This potential project has been as a result of these discussions.

**3. ISSUES FOR CONSIDERATION**

Ms L White, Policy Manager, Leisure, Libraries and Countryside, Central Bedfordshire Council will be attending the meeting to discuss this project with members.

Preliminary discussions have been held with the Bedfordshire Football Association (Beds FA) and with the Football Foundation (FF).

The project would comprise an all-weather pitch, improved car parking and a refurbishment / rebuild of the pavilion at Tithe Farm recreation ground.

The project would be delivered in partnership between HRTC, CBC and the Beds FA. The project would be funded through a FF grant, a contribution from CBC (using s106 funding) and through a contribution from HRTC. It is likely that the project costs will be in excess of £1.3m. The project would deliver a much needed facility to Houghton Regis and would serve to establish Tithe Farm recreation ground as a sports and youth hub.

A preliminary discussion has been held with Houghton Athletic as the largest club in the town. Whilst the club manager is supportive of a project to develop an all-weather pitch in Houghton Regis, he has expressed concerns over locating this facility at Tithe Farm due to security concerns and has suggested that a more suitable location may be with HRN2. Members are invited to consider.

Members are requested to consider this potential project and at this stage to determine their support for it.

The first step would be for a condition survey to be completed on the pavilion to determine its suitability for refurbishment or whether a partial or full rebuild is required. CBC have offered to reimburse HRTC for the cost of completing this condition survey.

#### **4. COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

2. Face the challenges & maximise the opportunities of growth;
3. A more active, engaged and inclusive community;
5. A strong efficient and proactive Town Council.

#### **5. IMPLICATIONS**

##### **Corporate Implications**

- This is a major project for the town council. At this stage members are requested to confirm their support for the project. Further reports will be made to committee going forwards.

##### **Legal Implications**

- There will be legal implications as the project develops.

##### **Financial Implications**

- There will be financial implications as the project develops.

##### **Risk Implications**

- There will be risk implications as the project develops.

##### **Equalities Implications**

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

**Press Contact**

Should members be minded to support this project the decision relating to this agenda item should be communicated to the press, via the website and social media.

**6. CONCLUSION AND NEXT STEPS**

This is an exciting project which offers the opportunity to enhance sporting facilities within the town. It is however a significant project which would have financial and capacity implications.

**7. APPENDICES**

**None**

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# GREENWOOD ACADEMIES TRUST

Chief Executive: Wayne Norrie  
Chair of Trustees: Mike Hamlin  
EA to the Chief Executive: Nikki Cameron-Williams

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25 September 2019

## **Re: Houghton Regis Academy**

We are writing to let you know that the closure of Houghton Regis Academy is currently under consideration.

### **Background**

Houghton Regis Academy joined the Greenwood Academies Trust on 1 September 2012 as a middle school. There was an agreed plan and identified funding at that point to change the intake of the academy from a middle school of four forms of entry (years 5 to 8) to become a nine form entry secondary academy with a post-16 provision to serve the needs of the current community and the planned development of 7,500 new houses in the locality, in a new fit for purpose building.

However, for many reasons, over a protracted period of time, the significant development of housing has not been delivered, which was to facilitate the expansion and rebuild of the academy.

Over a number of years this situation has led to the academy becoming unviable because of the sustained very low numbers of students in the academy. The key issues include:

- The small number of pupils on roll means the resources available to the academy are too low to enable the recruitment and retention of a sufficient number of high quality specialist staff to provide the broad, balanced, modern and aspirational curriculum that secondary pupils should expect.
- The suitability and condition of the academy buildings are not appropriate for the delivery of a high quality secondary education, nor is the general environment and the available resources, such as IT.
- As at 31 August 2019, the academy has a deficit of over £1.1m which is being funded by the Trust and its academies.

The Trust has been in discussions with the Department for Education (DfE) and Central Bedfordshire Council (CBC) regarding possible solutions to the current challenges.

*'Be Inspired'*

### **Current Position**

The Trust has put a request to the Department for Education to close the school by mutual consent by August 2021, which will see the Funding Agreement for the academy terminated.

Lord Agnew, the Parliamentary Under Secretary of State for the School System, has agreed to this request in principle. This 'in principle decision' is subject to further work now being carried out to explore in more detail the impact and practicalities of closure, including alternative provision for current and future pupils of the academy.

Following this stage, the Secretary of State will then take a 'substantive decision' as to whether the Funding Agreement should be terminated. If closure is the preferred option, we will carry out a 'listening period', during which all stakeholders will have the opportunity to give their views on how the closure process can best be managed. We expect this 'listening period' to take place later this term. A summary of the listening period responses will be shared with the Secretary of State. It is following the Secretary of State's consideration of these that a final closure decision will be made.

We hope that this information gives you some clarity about discussions that you may be aware are happening locally. We wish to assure you that the Trust, DfE and CBC are working closely to ensure that if closure is the final decision, all pupils will have a school place and have access to high quality education provision.

Central Bedfordshire Council has a statutory responsibility to ensure every child has a school place and the council are working hard to provide the best possible solution for the pupils. The Council is seeking to fund the build of a new school in the area.

The proposed new build is subject to agreement by the Council's Executive who will meet on 8<sup>th</sup> October to make a decision on this proposal. The report outlining this proposal will be published on the Council's website by the end of the day on 26<sup>th</sup> September 2019. To view the report, go to [www.centralbedfordshire.gov.uk/HRA](http://www.centralbedfordshire.gov.uk/HRA)

We understand that this news may not be what you want to hear but we can assure you that we will keep you informed at all stages of the process. The Trust, Council and the DfE are united in their intention to minimise the disruption for pupils and families.

We will be in contact again as soon as we have any further information and are able to move to the 'listening period'.

Yours sincerely



**Wayne Norrie**  
**Chief Executive**

*'Be Inspired'*





**HOUGHTON REGIS PARTNERSHIP COMMITTEE –  
WORK PLAN 2019-2020**

**WORK PLAN 2019-2020**

<b>Meeting Date</b>	<b>Regular Updates</b>	<b>Work Plan 2018-2019</b>
<b>23 July 2019</b>	CBC Update report Joint Committee review HRN 2 Community Building Estate Regeneration	<ul style="list-style-type: none"> <li>• Work Plan</li> <li>• Estate Regeneration plan</li> <li>• CBC and HRN budgets – impact on HR</li> <li>• Houghton Central – update</li> <li>• Integrated Health hub - update</li> <li>• Houghton Regis Academy</li> <li>• Kingsland</li> <li>• Leisure and Sports provision</li> <li>• S106 Projects</li> </ul>
<b>29 October 2019</b>	CBC Update report Joint Committee review HRN 2 Community Building Estate Regeneration	
<b>28 January 2020</b>	CBC Update report Joint Committee review HRN 2 Community Building Estate Regeneration	<ul style="list-style-type: none"> <li>• Houghton Hall Park update</li> <li>• Parking Strategy and Tithe Farm car park</li> <li>• Chalk Pit – Management and Maintenance</li> </ul>
<b>28 April 2020</b>	CBC Update report Joint Committee review HRN 2 Community Building Estate Regeneration	<ul style="list-style-type: none"> <li>• Community Safety</li> </ul>

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**Report to** Houghton Regis Partnership Committee  
Leighton Linlade Partnership Committee  
Biggleswade Joint Committee  
Dunstable Joint Committee

**Subject** Joint Committees Terms of Reference

**Date** 21 October 2019

## 1. Recommendation

- a) To note the Town Joint Committees Terms of Reference approved for adoption by Central Bedfordshire Council at its meeting held 26<sup>th</sup> September 2019.
- b) That each Town Council ( Houghton Regis, Leighton Linlade, Biggleswade and Dunstable) also adopt the Terms of Reference and confirm with Central Bedfordshire Council.
- c) That the branded templates developed for the Joint Committees be utilised.

## 2. Introduction

2.1 The final version of the Terms of Reference were considered by General Purposes Committee on the 9<sup>th</sup> September. Modifications were sought by the General Purposes Committee.

2.2 The amendments requested related to:

- **Reference to Town Joint Committees** (to avoid confusion with other joint arrangements in the CBC Constitution)
- **Co-option** – clarification as to who can co-opt and remove co-optees from the Town Joint Committee and annual reviews.
- **Governance** – confirmation that Minutes and actions should be reported to both CBC and the relevant Town Council

2.3 Council adopted the Terms of Reference at its meeting on 26<sup>th</sup> September and has amended the Constitution. The Term sof Reference can be found at the following link

### Part 3D – Delegations to Joint Committees

[https://www.centralbedfordshire.gov.uk/info/27/about\\_your\\_council/208/councillors\\_executive\\_political\\_control\\_constitution\\_and\\_webcasting/3](https://www.centralbedfordshire.gov.uk/info/27/about_your_council/208/councillors_executive_political_control_constitution_and_webcasting/3)

## 3. Conclusion

The Terms of Reference can now be adopted by the relevant Town Councils and utilise the branded templates for agendas and minutes of meetings and other communications.

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## **PART 3D - DELEGATIONS TO JOINT COMMITTEES**

The Terms of References for Biggleswade Joint Committee, Dunstable Joint Committee, Houghton Regis Joint Committee and Leighton Linlade Joint Committee are set out as follows:-

### **Purpose**

1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employers, employees, residents, visitors, traders, property owners and developers.
2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Town Joint Committee.

### **Objectives**

3. Help improve the economic, social, environmental and cultural vitality of the town.
4. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities.
5. Opportunities to delegate funding decisions to the Town Joint Committees should be explored, such as Section 106 received to spend on community facilities.
6. The Town Joint Committee will make decisions on any joint funding allocated to it.
7. Influence and help shape strategies / plans that impact on the future viability of the town.
8. Provide a forum for briefing Members of the Town Joint Committee on all key issues affecting the town, at the discretion of the Chair and Vice-Chair.
9. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
10. Develop and maintain joint branding of communication, agendas and minutes.
11. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered.
12. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.

13. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
14. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.

### **Membership**

15. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
16. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).
17. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
18. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee).

### *Who must be elected representatives of the wards.*

19. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Town Joint Committee and vice versa.
20. Substitutes for Central Bedfordshire Council Members on the Town Joint Committee must be a ward councillor in the town in the first instance or if not available, a substitute must be an Executive Member. Substitutes for the Town Council Members of the Town Joint Committee will be a Ward town councillor.
21. Members are appointed annually.
22. All Members of the Town Joint Committee should have the interests of the town as a priority, not their own wards.

### **Meetings and Quorum**

23. At least three Members from each Council must be in attendance for the meeting to be quorate.
24. Meetings will be held a minimum of once per year and up to four per year and take place at venues in the area.
25. The Town Joint Committee may also organise extra ordinary meetings at the discretion of the Chair and Vice-Chair.

26. In addition to the Committee meetings, the Town Joint Committee can organise other forms of engagement to take place such as themed discussions / task and finish groups and community conferences, including joint meetings or events with other Joint Committees in Central Bedfordshire.
27. All meetings will be open to the public unless exempt items are discussed.

### **Chair and Vice-Chair**

28. The Chair and Vice-Chair shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.
29. The appointed Chair and Vice-Chair will hold their post for a period of one year, after which they may stand for re-election.
30. The Vice-Chair will preside in the absence of the Chair. If neither is present, the Committee members in attendance will appoint a Chair from amongst them for the duration of that meeting.
31. The Chair and Vice-Chair will be responsible for the content of the Committee agendas and will allow committee members and other stakeholders to submit agenda topics which will be included unless the proposed agenda item is not relevant to the Purpose and/or Objectives of the Town Joint Committee.

### **Secretariat**

32. Either Council can administer the Town Joint Committee, according to their own Standing Orders. The Committee will decide annually which Council is to administer the Committee.
33. Agendas, minutes and press releases will be issued under joint branding.
34. The secretariat will prepare, monitor and keep up to date an annual work plan to set the broad direction and priorities for the Town Joint Committee.

### **Decision making arrangements**

35. Only members of the Town Joint Committee can vote. Co-opted Members have no voting rights.
36. The Town Joint Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
37. The Town Joint Committee will reach decisions by a simple majority. The Chair will have the casting vote in the case of a tie.

## **Co-option**

38. To support engagement with local stakeholders the Town Joint Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Committee and the decision to remove can either be taken by the whole Town Joint Committee or by joint agreement of the Chair and Vice-Chair, depending on each Town Joint Committee's preference.
39. The list of Co-opted Members should be reviewed annually by the Town Joint Committee.

## **Governance**

40. The Minutes and action log for the Town Joint Committee will be presented both to the relevant Town Council and to Central Bedfordshire Council. The detail of where this will be presented will be determined by the Councils and reported back to the Town Joint Committee.



**Wixams Joint Development Control Committee (with Bedford Borough Council)**

1. To exercise the development control powers and duties of the Bedford Borough and Central Bedfordshire Councils under the Town and Country Planning legislation in relation to the Wixams (Elstow New Settlement) (the area as defined in the Planning and Development brief) (figure 2) as specified below:-
2. Determination of: -
  - 2.1 Outline planning applications for development relating to the settlement.
  - 2.2 Full / reserved matter\* applications for sites that straddle the boundaries of the constituent Authorities.  
  
*\*reserved matters relating to the original outline planning permissions (reference CB/11/02182/VOC & 11/01380/M73) comprise any applications for approval of reserved matters for Sub Areas, Strategic Infrastructure Works and Strategic Landscaping Applications.*
3. The heads of terms of any joint legal agreements relating to the proposed development.
4. Any other planning issues / applications relating to the development of the settlement as may be referred to the Committee from time to time from either Authority in respect of their own area.
5. All other matters as set out in Standing Order 14 below will be dealt with in accordance with that delegation.
6. Membership:
  - 6 Central Bedfordshire councillors
  - 6 Bedford Borough councillors
  - See Standing Orders 2 and 12 below in respect of composition of the joint committee and substitutes
7. Full terms of reference are set out below.

## Standing Orders of the Wixams Joint Development Control Committee

NB: These were not previously (prior to January 2017) included in the Constitution but for the sake of transparency and ease of reference, are set out below.

### **Standing Order 1 - Meetings**

#### **Ordinary Meetings**

- i. Ordinary meetings of the Joint Committee will take place on such days and at such times and frequency as the Committee may agree.

#### **Special Meetings**

- ii. A special meeting of the Joint Committee may be called at any time by its Co-Chairs.

#### **Summons and Agenda**

- iii. A summons and full agenda will be provided to each member of the Joint Committee at least five clear days before the meeting.

#### **Items of Business**

- iv. Only items of business appearing on the agenda will be considered at a meeting, unless an item is deemed by the Co-Chair presiding at the meeting to be urgent.

#### **Rotation of Meeting**

- v. Meetings of the Joint Committee will rotate between Bedford and Chicksands, Shefford.

### **Standing Order 2 – Size of Joint Committee**

The Joint Committee will comprise 12 Councillors, that is 6 representing Bedford Borough Council and 6 representing Central Bedfordshire Council. The Chairs of each Council's Development Management Committee or Planning Committee shall normally be included in the membership. Up to 4 named substitutes may also be appointed by each authority. Each Council shall appoint its Members to the Joint Committee in accordance with the requirements of Section 15 of the Local Government and Housing Act 1989.

### **Standing Order 3 – Chairing of Meetings**

- i. The joint committee shall at the first meeting after the four-yearly election of its constituent councils elect as Co-Chairs of the committee, one member of each of the constituent authorities, which shall normally be the Chair of the Development Management Committee and the Planning Committee, respectively
- ii. Each meeting of the Joint Committee shall be chaired by the Co-Chair of the authority hosting the meeting, save that in the absence from a meeting of any one of the Co-Chairs, the other Co-Chair shall preside.

- iii. In the absence of both Co-Chairs, the joint committee shall elect a person from among their number to preside at the meeting.
- iv. The person presiding shall be entitled to a second or casting vote where there is an equality of any votes on the matter.

#### **Standing Order 4 – Quorum**

- i. The quorum at a meeting is one quarter of the joint committee's membership with at least one member from each authority. If the meeting lacks a quorum at any stage, its business shall be adjourned to an agreed date and time or to the next ordinary meeting.

#### **Standing Order 5 – Decisions and recommendations**

- i. Minutes of the proceedings of meetings of the Joint Committee shall be recorded formally and signed at the next meeting by the person presiding.
- ii. No discussions shall take place on the minutes except where their accuracy is challenged by a motion before they are signed.
- iii. The Joint Committee shall have full delegated powers to act within its Terms of Reference. If it wishes to make a recommendation on any matter, this will be placed before the Council of each of the two Local Authorities for a decision.

#### **Standing Order 6 – Rights of non-members of the Joint Committee**

- i. Every Member of each of the two constituent councils shall have the right to attend meetings of the Joint Committee. Such a Member will be entitled to speak once on any item and may, with the consent of the person presiding, contribute further, but shall not vote.

#### **Standing Order 7 – Public participation**

- i. Public participation in meetings of the Joint Committee shall operate on the basis of the scheme set out in Appendix A to these Standing Orders.

#### **Standing Order 8 – Rules of Debate**

##### Motions and Amendments

- i. A motion or amendment may only be discussed if it has been proposed and seconded and, if required by the person presiding, put into writing.

##### Amendments

- ii. An amendment must be relevant to the motion and shall be either:
  - (a) to leave out words
  - (b) to leave out words and insert or add others
  - (c) to insert or add words.but no amendment may be moved which shall have the same effect as voting against the motion.

- iii. Only one amendment may be moved or discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. However the person presiding may permit two or more amendments to be discussed (but not voted on) together if s/he considers that this would be a convenient way to proceed.
- iv. If an amendment is lost then other amendments may be moved upon the original motion. If an amendment is carried, then further amendments may be moved to the revised motion.

#### Alteration or withdrawal of a motion

- v. With the consent of the person presiding, a Member may alter or withdraw a motions/he has moved.

#### Right of reply

- vi. The proposer of a motion has a right of reply at the close of the debate on a motion or upon amendment to their motion immediately before either is put to the vote. The mover of an amendment also has a right of reply. Neither reply should exceed one minute in length.

#### **Standing Order 9 – Admission to meetings**

- i. Meetings of the Joint Committee shall be open to the public and the press unless the statutory powers of exclusion have been exercised.

#### **Standing Order 10 – Interest of Members in contracts and other matters**

##### Financial interests

- i. If any Member has any financial interest, direct or indirect, within the meaning of Section 95 of the Local Government Act 1972 in any matter, h/she will withdraw from the meeting while the matter is under consideration unless:-
  - i. The disability to discuss that matter has been removed by the Secretary of State; or
  - ii. The Joint Committee invite him or her to remain.

##### Non-financial interests

- ii. Any Member who has a personal, non-financial interest in any matter must promptly disclose that interest but may remain, speak and vote unless the interest is clear and substantial, in which case the Member must withdraw (subject to paragraph iii below).
- iii. Members shall have regard to the provisions of the National Code of Local Government Conduct. Involvement in the affairs of a public body or voluntary association, etc, by a Member who has been appointed as a representative of a constituent Council will not, in the absence of any other relevant constraints, be construed as a clear and substantial interest and in that situation the Member should disclose the interest, but may remain and participate fully in the meeting.

### **Standing Order 11 – Voting**

- i. All decisions shall be taken by a majority of Members present and voting by show of hands.
- ii. In the case of an equality of votes the person presiding may give a second or casting vote.
- iii. Immediately after a vote is taken, the request of any Member for a record of the way in which his/her vote was cast shall be met and included in the minutes of the meeting.

### **Standing Order 12 – Changes in membership and substitutes**

- i. Any changes in the membership or substitute members of the Joint Committee shall be notified to the relevant Chief Executive for report to the next meeting of the relevant Council for information. Such notice shall be given to the Chief Executive or his/her nominee prior to the commencement of the meeting of the Joint Committee from which it is likely to have effect.
- ii. Each political group on either authority represented on the Joint Committee shall be entitled to nominate substitute members, the number of which shall not exceed 50% of the total seats held by that group on the joint committee with a minimum of one substitute per group.
- iii. Each Independent Member on the Joint Sub-Committee not belonging to a constituted political group within a Council shall be entitled to nominate another Independent Member (who does not belong to a constituted political group within the relevant Council) as a substitute member on the Joint Committee.
- iv. A Councillor who wishes a substitute Member to attend a meeting in his/her place shall so inform one of the substitute Members as soon as practicable before the date of the meeting and the substitute Member shall at the meeting concerned inform the relevant Chief Executive or his/her representative of his/her appointment as a substitute. In the event that no named substitute is able to act in that capacity for any given meeting, then any other member of the political group concerned shall be entitled to act as a substitute provided that the relevant Chief Executive or his/her representative is so informed before the commencement of the meeting and that the status of the substitute Member is declared at the start of the meeting.
- v. Any Member for whom a substitute is attending shall cease to be a member of the Joint Committee for the duration of the meeting, including any adjournment, and the substitute Member shall be a full member of the Joint Committee for the same period.

### **Standing Order 13 – Codes of Conduct**

- i. Members shall observe their own Council's code of conduct for councillors dealing with planning matters except that any member of the Joint Committee who expresses a fixed view on an application prior to its determination by the Joint Committee shall be required *either*.

- (a) To declare an interest in that application and withdraw from the meeting during consideration and determination thereof; *or*
- (b) To appoint a substitute Member for the meeting at which the application is to be considered, in which case the Member who has expressed a fixed view may speak on the application from the public gallery prior to the formal discussion of the item.

#### **Standing Order 14 – Delegations to Officers**

Officers of each Authority, authorised in accordance with their particular scheme of delegations, shall have delegated authority to deal with and determine the following matters:

- (a) Applications for planning permission solely within their Council's boundary.
- (b) Applications to develop land without compliance with conditions subject to which a previous planning permission was granted (section 73) for all sites (in this Standing Order meaning those within each Authority boundary and those that straddle the boundaries)
- (c) Applications for planning permission for development carried out before the date of the application (section 73A) for all sites
- (d) Applications for non-material amendments following a grant of planning permission (Section 96A of the 1990 Act) for all sites.
- (e) Applications for Reserved Matters Approval pursuant to any outline planning permission granted previously on sites solely within the Authority boundary.
- (f) Applications to approve details pursuant to and discharge conditions attached to any planning permission granted previously for all sites
- (g) Applications for replacement planning permission subject to a new time limit on sites solely within the Authority boundary.
- (h) In relation to parts 1, 3, 4, 6, 7, 11, 14, 15, 16, 17 and 18 of Schedule 2 of the GPDO 2015 (as amended) (i) approval or agreement required for any element of a proposal or (ii) for determination as to whether or not prior approval or agreement to any element of a proposal is required and, where such prior approval is required by the Council, determination of details of that element for all sites.
- (i) Applications for express consent for the display of advertisements and related powers and duties for all sites.

All other relevant parts of the schemes of delegation to authorised officers of Bedford Borough Council and Central Bedfordshire Council are deemed to apply in respect of planning applications considered by the Joint Committee.

**Appendix A –**

**Wixam’s Joint Development Control Committee Scheme for Public Participation**

Applicants, agents, representatives of Parish/Town Councils, members of Bedford Borough Council and Central Bedfordshire Council (in respect of any application falling within their ward) and members of the public, who have already submitted comments in writing prior to the publication of the agenda, are entitled to speak (but not to question Officers or Members of the constituent councils) during the consideration of a planning application at any meeting of the Joint Committee at which the application is to be determined. Such entitlement to speak shall be in accordance with the following provisions:

(a) Any person meeting the above qualification who wishes to speak must notify the nominated officer of their Local Authority by telephone or e-mail by close of business on the day before the meeting at which the application in which s/he is interested is to be considered.

(b) The following procedures will apply in respect of each item:

- Introduction of an item by officers and or the Co-Chair
- Representations by Parish/Town Council representative(s)
- Representations by objector(s) or representative for all objectors
- Representations by applicant and/or any supporters
- Representations by a councillor with a personal and prejudicial interest
- Opportunity for officers to comment/clarify
- Representations by Ward Members
- Any other councillor (not being a member of the committee) may also be permitted to speak on an item.
- Consideration of the application by the Joint Committee.

**NOTE:**

1. In view of the limited time available to each speaker, persons wishing to make representations will not be permitted to make formal presentations using visual display equipment.
2. Any information to be considered by the Joint Committee should be presented to officers by midday 3 working days prior to the meeting to allow for information to be considered. No new information may be presented at the meeting.

**Joint Waste Disposal Project Board  
(Joint Officer arrangement  
established under Section 101(5) of  
the Local Government Act 1972)**

1. To facilitate the joint procurement of, and the subsequent operation and management of, facilities for the treatment and (subject to the agreement of the partner authorities) the disposal of residual waste in pursuance of the current and future waste disposal functions arising under Section 51 of the Environmental Protection Act and to secure the continuing improvement in the effective discharge of those functions by the authorities.
2. Membership:
  - 2.1 An officer appointed by each of the authorities as the Authority Lead Officer for that Authority. One such officer to be appointed by each of Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council. Unless there are over-riding reasons to the contrary each authority shall appoint the officer with responsibility for waste functions as the Authority Lead Officer (voting members);
  - 2.2 The Project Director, if he/she is an employee of one of the authorities (non-voting);
  - 2.3 The Project Manager, if he/she is an employee of one of the authorities (non-voting);
  - 2.4 An officer of one of the authorities agreed by the authority officers to be the Financial Adviser to the Project Board (non-voting);
  - 2.5 An officer of one of the authorities agreed by the Authority Lead Officers to be the Legal Advisor to the Project Board (non-voting);
  - 2.6 The Executive Member of each authority with responsibility for waste functions as an observer; and



	2.7 The appropriate officer of the Department for Environment, Food and Rural Affairs as an observer.
	3. A copy of the Joint Working Agreement and the constitution for the Project Board approved by the Shadow Executive at its meeting on 30 September 2008, is available on request from the Monitoring Officer.

<b>South East Midlands Local Transport Board</b>	1. Purpose:  To serve as a Joint Committee of the Executives of Central Bedfordshire Council, Milton Keynes Council, Luton Borough Council and Bedford Borough Council, as set out in the Assurance Framework
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<b>Central Area Growth Board</b>	1. Purpose:  To serve as a Joint Committee as set out in Appendix A.
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## Central Area Growth Board Terms of Reference

These Terms of Reference are not legally binding but are intended to lead to a legal agreement in due course.

### 1. Governance

- 1.1 The Central Area Growth Board (the Joint Committee) includes at commencement the following local authorities:-

#### Full Members

- Aylesbury Vale District Council,
- Bedford Borough Council,
- Central Bedfordshire Council,
- Cherwell District Council,
- Chiltern District Council,
- Corby Borough Council,
- Daventry District Council,
- East Northamptonshire District Council,
- Kettering Borough Council,
- Luton Borough Council,
- Milton Keynes Council,
- Northampton Borough Council,
- Northamptonshire County Council,
- South Bucks District Council,
- South Northamptonshire District Council,
- Borough of Wellingborough Council and
- Wycombe District Council.

- 1.2 The Central Area Growth Board is a Joint Committee under s101 (5), 102 Local Government Act 1972 and s9EB Local Government Act 2000 and pursuant (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012. Each member authority must take the Terms of Reference through its internal processes.
- 1.3 The Growth Board will exercise the powers which its members have agreed to vest in it on a unanimous basis under Section 1 of the Localism Act 2011 insofar as they relate to the promotion of development or economic growth or matters ancillary to this. These powers will be exercised concurrently with the constituent members and members will unanimously decide the voting mechanism for exercising powers. This excludes ceding the decision making powers on planning matters, which will remain vested with the Local Planning Authorities, as set out in the Planning and Compulsory Purchase Act 2004.

1.4 The Growth Board will also include associate members, who will be able to participate in meetings but not be able to vote. The LEPS that operate in the area are entitled to be associate members.

1.5 It will also include other co-opted non-voting named members from those organisations listed at 4.4 below.

## **2. Accountable Body and Host**

2.1 The Accountable Body for the Growth Board is Milton Keynes Council which will provide the Section 151 officer role to the Growth Board.

2.2 Milton Keynes Council's Chief Finance Officer (Section 151 Officer) will provide the Growth Board with a quarterly financial report. This report will provide the Board with an overview of the funds spent, funds committed against funds allocated.

2.3 Programme management will be provided by dedicated growth board officer support and will include milestones and outcomes achieved and where necessary, ensure that action plans are put in place to address any concerns.

2.4 The Growth Board will be hosted under local government arrangements and this will be rotated in accordance with the arrangements for the Chair (see Section 8). Committee services are provided by the Host in accordance with the Local Government Act 1972, as outlined in paragraph 8.3.

## **3. Purpose of the Central Area Growth Board**

3.1 To provide the strategic leadership that will enable us to plan for, and realise an economic transformation across the central area, speaking to Government and its Agencies with one coordinated voice and encouraging private sector investment.

3.2 To seek to establish Common Planning Areas to produce an integrated and holistic approach to strategic planning for employment, housing and infrastructure that builds on Local Plans, Local Transport Plans and Strategic Economic Plans.

3.3 To accelerate and increase the delivery of planned growth across the area, where this is enabled by investment in infrastructure and services.

3.4 To work together to influence the route planning options, in order to realise the opportunity for the area in the Cambridge-Milton Keynes- Oxford growth corridor, "Expressway" (road and rail) and other associated linkages that may be delivered.

3.5 To approve and monitor the implementation of a Central Area programmes of work including those flowing from any Place Deals, Strategic Economic Plans and transport strategies and other relevant infrastructure programmes as agreed. This is not an exhaustive list and may be expanded at agreement of the Growth Board.

3.6 To bid for and secure investment, including from Government and external sources of resources to support the above purposes.

- 3.7 To contribute and be an active member of the Cambridge- Milton Keynes-Oxford Corridor cross corridor governance arrangements.

#### **4. Membership**

- 4.1 As the Growth Board is (where applicable) discharging executive functions then the appointed person must (where applicable) be from the Executive. In authorities where the committee system is in operation the Leader should be the representative. There shall be one member from each constituent body.
- 4.2 Each constituent authority/body shall appoint a substitute (also being an executive member or in the case of councils using the committee system, another senior member). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.
- 4.3 Subject to the legal right of the Growth Board to appoint a Chair and Vice-Chair of its choice each year, the proposed protocol is that there will be a rotating Chair and Vice-Chair as set out in 8.2 below.
- 4.4 Other non-voting members as required for good linkages shall be a single named-position representative from the bodies as detailed below:
- England's Economic Heartlands
  - Universities Representative
  - Further Education Colleges
  - DCLG/BEIS/Department for Transport
  - Homes and Communities Agency Representative for South East
  - Buckinghamshire County Council
- 4.5 The Growth Board can agree to allow other authorities/parties outside of the initial members (listed in 1.1, 1.4 and 4.4 above) to have either full or associate membership of the Central Area Growth Board and agree the terms on which this is to be permitted. Associate members would not have voting rights.
- 4.6 The Growth Board can also invite other relevant observers to meetings of the Board.
- #### **5. Voting**
- 5.1 One member one vote for each constituent authority member. The Chair will have an original but not a casting vote.
- 5.2 Normal rules as to declarations of interest and conflicts of interest to be applied to Local Authority members in accordance with the respective Council's Code of Conduct and LEP members in respect of the LEP Assurance Framework.
- 5.3 Any questions to be decided by the Growth Board will be decided by way of two thirds majority of constituent members present and voting.
- 5.4 Members votes are only valid when they have paid the annual subscription (see 10.0 below). Each member must pay their contribution before the agreed date for

the year, if the subscription is not paid on the agreed date, the Local Authority will only be entitled to observe Growth Board meetings.

## **6. Quorum**

- 6.1 The quorum for a Growth Board meeting shall be 2/3rds of (12) constituent members, including the Chair.

## **7. Functions**

- 7.1 The Members have agreed that the main function of the Growth Board is to focus on growth related matters. The Members have agreed that there are four key outcomes it wishes the Growth Board for the Central Area to focus on, namely to;

- a) Accelerate the delivery of planned growth across the area, where this is enabled by investment in infrastructure and services.
- b) Provide the strategic leadership that will enable existing mechanisms and processes to plan for, and realise an economic transformation across the area.
- c) Secure long-term benefits and opportunities for local communities and
- d) Attract increased private sector investment

- 7.2 The Growth Board will, in relation to matters of general importance to the Central Area

- Represent the Central Area as a whole
- Respond to consultations, express views and make recommendations to Government and others, including partners, on matters of general importance to the Central Area. This will include on:
  - i. Proposals for major development, including local plans.
  - ii. Proposals for major infrastructure.
  - iii. Funding submissions to Government or its agencies.
  - iv. Strategic Economic Plans.

- 7.3 Coordination of whether spatial planning, infrastructure and public services are integrated and make recommendations to encourage this.

- 7.4 Advise partners on matters of collective interest.

- 7.5 Commission and share research and analysis in support of the preparation of statutory and non-statutory plans and strategies (including local plans and strategic economic plans). This will include work designed to assist compliance with the duty to cooperate in connection with plan-making.

- 7.6 Lead and coordinate the Homes and Communities Agency (HCA) liaison process on Central Area wide regeneration and housing issues and contribute to any related interaction with Government agencies.

- 7.7 The Growth Board will also:

- i. Provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure issues.
- ii. Input into development of a Local Industrial Strategy for the Central Area.
- iii. Engage with and represent the Central Area to the Sub-national Transport Body covering the Central Area.

iv. Wherever possible, the Growth Board will aim to streamline existing processes

## **8. Meetings**

- 8.1 The Chair and Vice-Chair of the Growth Board will be elected at the first meeting and subsequently at the start of each municipal year (i.e. the first meeting after local government elections are or would usually be held).
- 8.2 It is expected that the role of Chair and Vice-Chair will rotate on a municipal year basis (except in the first year which will be slightly longer than a municipal year), and that the Vice-Chair will serve as the Chair in the following year. It is expected that there will be a rotation of those positions to ensure that each constituent member and geographic area of the Central Area has the opportunity to serve, over time.
- 8.3 Meetings will be convened by the Chair or on the written request of five or more constituent members. Meetings shall normally be held on a bi-monthly basis at the host authority (that of the Chair), but meetings may be called as and when required to ensure that important timescales are met. Papers will be published in line with the Local Government Act 1972 to ensure statutory timescales are met .
- 8.4 Proposals for decisions by the Growth Board may be put forward by the Chair or by any member of the Growth Board.
- 8.5 Local Authority Chief Executives will attend in support of the political attendees at the meetings. Local Enterprise Partnership Chief Executives will attend in support of their LEP Chair.

## **9. Secretariat and Support**

- 9.1 The secretariat and support for the Growth Board will be established. Primarily the support will be led by dedicated growth board officer support and an Executive Officer Group, the Central Corridor Group (CCoG). CCoG will drive the technical and operational elements and the preparation of advice and recommendations to the Growth Board.
- 9.2 Dedicated Growth Board officer support will be established. Support will be provided by lead executive officers at each constituent member and LEP, each of whom will link into the CCoG.
- 9.3 Other investment partners will be involved as appropriate, again connecting directly to the Programme Manager and linking to CCOG as the lead co-ordination group for matters of general importance to the Central Area including the Homes and Communities Agency, Environment Agency, Highways England, Network Rail and England's Economic Heartlands Transport Forum/Sub-national Transport Body. These will advise on the investment and work programme.

## **10. Funding Contributions**

- 10.1 The budget of the Growth Board will be agreed each year by the Growth Board not later than 1st December of the preceding financial year. The cost of meeting the expenditure planned in the budget shall, to the extent not met from other sources, be divided equally among the members (both constituent and associate) of the Growth Board. This shall be their subscription. At the time of establishment of the growth board, the annual contribution will be £5k. If the Growth Board wishes to seek additional contributions for any further work, proposals will be referred to partners for decision making.
- 10.2 If the proposed subscription is higher than the preceding year's subscription plus CPI, if any constituent or associate member is unwilling to pay the subscription so determined they may give written notice to the Host on behalf of the Growth Board no later than 1<sup>st</sup> January preceding the financial year to which the budget will apply. Unless they withdraw in writing that notice they shall cease to be a member from 1<sup>st</sup> April of that year (and the normal notice period given in Section 11 will not apply).
- 10.3 Any member which has not given due notice under 10.2 (and whose membership has not come to an end under Section 11) shall be obliged to pay its subscription for the year.

## **11. Withdrawal**

- 11.1 Any member may give written notice to the Host, on behalf of the Growth Board, of its intention to withdraw from the Growth Board.
- 11.2 Such notice, unless withdrawn in writing, shall come into effect on the first 1<sup>st</sup> April which occurs after 12 months after the notice is given.

## **12. Joining**

- 12.1 Any English local authority may apply to become a consistent member of the Growth Board. The Growth Board may approve such an application if it is satisfied that the applicant's area is closely economically linked to the existing Central Area, and that its joining would not render the governance of the Central Area unreasonably difficult.
- 12.2 Any English Local Enterprise Partnership may apply to become an associate member of the Growth Board. The Growth Board may approve such an application if it is satisfied that the applicant's area is closely economically linked to the existing Central Area, and that its joining would not render the governance of the Central Area unreasonably difficult.
- 12.3 On the application to join being approved, the new member shall take on the rights and obligations of the existing members of the Growth Board, including paying the appropriate proportion of the subscription due from members for the financial year in which it joins.

### **13. Scrutiny Arrangements**

- 13.1 Decisions made by the Growth Committee shall be subject to the usual scrutiny arrangements of each constituent authority.



# HOUGHTON REGIS PARTNERSHIP COMMITTEE

29 October 2019

Name of report:	Central Bedfordshire Council Update
Purpose of report:	For information

## 1. COMMUNITY SAFETY

There were 29 cases open to the Community Safety Operations Team from 1<sup>st</sup> July to 30<sup>th</sup> September

- Fly-tipping – 8
- Nuisance Neighbours – 5
- Pollution/Noise – 10
- Pollution/Odour – 4
- Rowdy/Inconsiderate Behaviour – 2

1 Problem Solving Group meeting has been held.

1 file prosecution file sent to legal re. Breach of Community Protection Notice

## 2. LEISURE, LIBRARIES AND COUNTRYSIDE

### 2.1 Houghton Regis Leisure Centre

#### Looking back

We achieved:

- Centre Usage growth, Average of 16% growth over last 3 month compared to June-August 18 and overall 14.25% increase for the first 8 months of the 2019 compared to the same time in 2018.

Jan 18	Feb 18	March 18	April 18	May 18	June 18	July 18	Aug18
18380	17265	18024	18098	17508	17414	16555	15156
Jan 19	Feb 19	March 19	April 19	May 19	June 19	July 19	Aug 19
21763	19004	20982	19631	20157	19685	19236	17828
18%	10%	16%	8%	15%	13%	16%	18%

- National Fitness Day, 25th September 2019, was a chance to highlight the role physical activity plays across the UK, helping us raise awareness of its importance in helping us lead healthier and active lifestyles. HRLC staff did Body Composition scans and a free Bodybalance™ class. Composition scans record: muscle, fat, water and bone in kg and percentage, helping customer to understand their base metabolic rate. This event was free and available to all.

HRLC held their annual Macmillian Coffee Morning at the centre and raised just over £200. A successful summer holidays programme with crash courses, inflatable sessions, family Toy Story 4 themed Disney sessions and holiday activities. HRLC staff also attended the Houghton Regis Carnival



## Looking forward

- Health Action Day Saturday, 26 October 2019 from 10:00-14:00 - A Free event available to all! All aspects of Health and wellbeing are covered at our annual Health Action day, from physical to mental health.
- Partnership work with The Dunstable Centre to ensure both Houghton and Dunstable have the best support for Health, Fitness & Wellbeing
- Intensive swimming crash course in October half term and the October gym challenge -

## Houghton Regis Library

### Summer Reading Challenge:

The Summer Reading Challenge for 2019 was titled 'Space Race'- in celebration of the moon landing 50 years ago.

Houghton Regis Library signed up almost 200 children to the challenge.

All schools in the area participated except for Hawthorn Park Academy, averaging at 5% their cohort completing the challenge.

During the Summer 8 teen volunteers who assisted with the challenge, were very engaging and have all agreed to stay on as our youth volunteer team throughout the year, helping with displays, arranging and assisting with upcoming events.

### Staff recruitment:

Two new members of staff have been appointed. This will enable the library to plan and prepare more activity groups and events for the community.

## Houghton Hall Park

### Looking back

#### **We achieved:**

- The park was awarded a Green Flag accolade – the first full Green Flag accreditation obtained within CBC. The flag is now on display in the park to acknowledge this nationally recognition of well managed green spaces.
- A highly successful summer of events, notably including a themed storytelling raised bed in the kitchen garden planted with exciting produce and props based around popular children's books. This was tied in to storytelling and craft activities held throughout the summer weeks.
- The formal and kitchen gardens continue to be developed by the Community Gardener and have attracted the attention of similar projects who are arranging visits to the site for inspiration.

#### **Key highlights:**

- Heritage Open Day in partnership with Houghton Regis Heritage Society with authentic WW2 glider on site.
- Meadowlands family festival held on 8/9<sup>th</sup> June delivered by Full House Arts.
- Weekly opportunities for local craftspeople to hold stalls at the park and a craft fair held to promote business opportunities for the community.
- SEND Forest School session in the summer holidays as part of CBC SEND programme of events.

#### **Key issues:**

- Frequent ongoing antisocial behaviour in the formal garden, causing recurring damage to the facility which is maintained by CBC Community Gardener and a team of volunteers.
- Vandalism in park to signage and play equipment.

### Looking forward

#### We are planning:

- Dog festival on 23<sup>th</sup> October
- Halloween event 21<sup>st</sup> October – Grimms Fairy Tale Pantomime

### Active Lifestyles

#### **July - September 2019**

#### **Looking Back:**

- **Xplorer**  
Houghton Hall Park - Summer Holidays – 149 Participants

- **Active Lifestyle Referrals**  
80 people referred via their GP into Active Lifestyles Referral Scheme
- **Seated Exercise & Boccia sessions running in the following settings:**  
Red House Court: 7-10 participants attending weekly
- **Zumba Gold**  
Houghton Regis 5-8 participants attending weekly Sandringham Hub  
Houghton Regis.

## Looking Forward

- **Falls Prevention**  
To pilot the provision of community based falls prevention strength and balance programme for residents at risk of, or having suffered a fall. Sessions will be community based within a leisure centre setting, offering a fixed number of group sessions with falls prevention education and strength and balance exercise. Further information will be available in the New Year.
- **Coming Soon - Health & Wellbeing Kiosks**

Leisure services at Central Bedfordshire Council are investing in a secure, cloud hosted digital health solution built around a highly accurate, clinically validated body composition device. A device that we can customise by adding a range of additional features, integrations with our own systems and other devices to provide a wraparound package to record, track and report on our customers health and fitness journey.

Boditrax have created the world's only clinical grade (MDD Medical Device Directive) cloud hosted full segmental, self-service Body composition Analyser. Boditrax is used across the medical, fitness and corporate workplace sectors.

Providing individuals with access to a kiosk in a public setting will enable them to self-monitor and continue to improve their healthy lifestyle choices. If a customer has taken part in a time limited programme this tool will enable them to continue to monitor their own health and provide information on additional services if needed and signpost to additional support where required.

## 3. HIGHWAYS

### Gully cleaning

The gully cleaning motor is ahead of programme and is due to visit Houghton Regis towards the end of the year. You can see the gully programme on the council's website.

## **Street Lights**

We have an ongoing programme of repairs to street lights in the area in the near future so if you would like to report a broken streetlight please do this through our website. Please visit [www.centralbedfordshire.gov.uk/reportit](http://www.centralbedfordshire.gov.uk/reportit) or ring the Customer Service Centre on 0300 300 8049.

## **Resurfacing Plan**

The full resurfacing plan can be found on the councils website, [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk).

## **Winter Weather**

The winter weather season is officially underway with the gritters on standby until the colder weather hits. You can find out which roads are gritted by visiting [www.centralbedfordshire.gov.uk/winter](http://www.centralbedfordshire.gov.uk/winter).

## **Report Issues Online**

Our Highways team would like to remind people to report any issues they see on the roads online, via their website.

You can report most highways problems online including potholes, faulty streetlights, damaged pavements, faulty traffic lights, drainage problems, damaged signs and much more.

If you report a problem online your report will go straight to an engineer and you will also be given a unique tracking number so that you can keep up-to-date with your report.

You can report issues online by visiting [www.centralbedfordshire.gov.uk/reportit](http://www.centralbedfordshire.gov.uk/reportit) or ring the Customer Service Centre on 0300 300 8049.

## **Parking and Enforcement**

From 1<sup>st</sup> July – end of September, 82 Penalty Charge notices (PCN) were issued and 278 visits were made in Houghton Regis.

## **Signs and Lines**

Works to be completed:

Peel Street Houghton Regis SYL sign needed and post 7AM-7PM opposite bus stop on the Tithe Farm Road o/s doctor's surgery on the junction with Tithe Farm Road
Peel Street Houghton Regis SYL sign needed and post 7AM-7PM next to the side of house 2 Tithe Farm Road near to the Town Council Offices
Peel Street Houghton Regis SYL sign needed and post 7AM-7PM o/s doctor's surgery
Behind 91 Elm Court Houghton Regis – disabled sign needed

## Keep up to date

Keep up to date with the latest highways news by following the Highways Twitter @CBC\_Highways. You can also sign up to Highways related news by signing up to email alerts at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk).

## 4. YOUTH SUPPORT SERVICES

The Youth Support Service conducts the Annual Activity Survey from September to December to confirm the education/employment destinations of young people in year 12 and year 13. This process helps to identify young people who are Not in Education, Employment or Training and who need support.

The provision of support for NEET young people has changed. The contract with 4YP came to an end on 31<sup>st</sup> August. Central Bedfordshire Council Personal Guidance Advisors are now supporting NEET young people. This will enable a more co-ordinated approach.

The figures presented below are based on the data stored within the Youth Support Service's CCIS database for young people who are currently not in education, employment or training (NEET) recorded on the 25<sup>th</sup> June 2019. Since tracking is an on-going process, the numbers will fluctuate throughout the month as information is received and recorded. The latest survey is underway and figures will be included for the next CBC Update report.

### 1) Update on NEETs within the wider Central Bedfordshire area

Headline Figures for the whole Central Bedfordshire area			
Cohort	Total number of young people	Positive destinations (EET)	NEET destinations
16 year olds / Year 12	2826	2725 (96.4%)	69 (2.4%)
17 year olds / Year 13	2854	2671 (93.5%)	92 (3.2%)
<b>Combined cohort</b>	<b>5680</b>	<b>5396 (95.0%)</b>	<b>161 (2.8%)</b>

### 2) Overview for the Houghton Regis area compared to other local areas

	Dunstable		Houghton Regis		Leighton Buzzard	
Total YPs in area	792		458		872	
EET	758	95.7%	422	92.1%	838	96.1%
NEET	24	3%	28	6.1%	24	2.8%
Unknown/Refused	10	1.3%	8	1.7%	10	1.1%

### 3) Characteristics of the NEET Group in the Houghton Regis area

#### a) Summary of the individual Houghton Regis wards

Ward	Total number of YPs in the Year 12-13 cohort	Total number of YPs recorded as NEET	% of NEET within ward
Tithe Farm	136	9	6.6%
Houghton Hall	202	9	4.5%
Parkside	120	10	8.3%
<b>Total</b>	<b>458</b>	<b>28</b>	<b>6.11%</b>

#### b) Summary of the Houghton Regis NEET cohort by age, time and gender

Actual Age (Year 12 & 13)		Length of Time NEET		Gender	
16 years old	1	Less than 3 months	12	Male	13
17 years old	13	3 - 6 months	12	Female	15
18 years old	14	6+ months	4	Other/Refused	0

#### c) Summary status of the Houghton Regis NEET cohort

Status		
Seeking Employment or Training	20	71.4%
Unable to work due to 'Personal Circumstances'	8	28.6%

## 5. SCHOOLS

### School Admissions

The 2020 admission rounds are now open for parents to make their applications;

Parents are encouraged to apply for a place online via our school admission web pages [here](#) which contain a wealth of information including the deadline dates for applications, school catchment areas, deferred entries, making an application on religious/faith grounds and how places are allocated.

Last year over 91% of parents and carers applied for a school place online. For those parents who applied by the national closing date set for each admission round 96% of pupils were offered their first preference Central Bedfordshire secondary school and 95% of pupils were offered their first preference at a lower or primary school.

### School Organisation

Up to 43,000 new homes are expected in Central Bedfordshire by 2035. The Council's Schools for the Future Programme has been established to ensure that we plan for the new school places that will be needed in the longer term and ensure that we have them in the right places delivering the best education

In response to both the forecast demographic growth and the forecast deficit in secondary school places in Houghton Regis, the Council's Executive, at their meeting on 8 October, approved the proposal to build a new secondary school on the Kingsland Campus in Houghton Regis, through the 'Free Schools Presumption Process'. If the Executive's decision is supported by Full Council (on 14 November 2019) the new school will be built and operated as an academy and the Council will work to secure a sponsor for the new provision.

The Greenwood Academies Trust has applied to the Department for Education to close Houghton Regis Academy, due to the small number of pupils on roll, the suitability of the academy's buildings and the deficit of over £1.1 million at the end of August 2019. In response to this, the Secretary of State has agreed in principle to the closure and will undertake a 'listening period' for all stakeholders regarding the proposed closure. The date for the listening period is to be confirmed.

Plans are progressing to expand Thornhill Primary School, Grove Road, Houghton Regis by 60 places in each year group for September 2021, which is also in response to the current and future significant housing development on land north of Houghton Regis, known as HRN1.

## 6. ENVIRONMENTAL SERVICES

### Looking back

Hedge cutting has now started, and the final cut will be done by the end of November. The final grass cut of the season will be completed throughout November, weather permitting.

A "no fly tipping sign" has been installed at Bromley Gardens and there are two more pending for Chelsea Gardens and Hillborough Crescent.

The Area support Team has fully cleansed the footpaths to get rid of moss, de-weed, litter picked, etc, down Park Road North, Westminster Gardens and Sundon Road.

The footpath along Bedford Road, next to Watling Court was fully cleansed and the overgrown vegetation cut back so the footpath is passable again.

Additional vegetation has been cut back at Portland Ride and we are working with our contractors on the cleansing standards in the Parkside area.

The bottle banks were removed at Harvest House in Hillborough Crescent at the request of the landlord, but we still have bottle banks at Fieldstone, Frogmore Road and the Leisure Centre. Unfortunately, the car park at Tithe Farm Road was not suitable so we are still looking for a replacement location.

### Garden waste collections



All kerbside garden waste collections will be suspended between Monday, 9 December 2019 and Friday, 28 February 2020 inclusive.

**The last garden waste collection will take place on Friday, 6 December 2019 and will resume on Monday, 2 March 2020.**

Details of the Christmas and New Year collection dates, the real Christmas tree collections and opening times over the festive period for the Household Waste Recycling Centres will be distributed to all residents on a bin hanger at the end of October.

## 7. REGENERATION / BUSINESS

### **Business, Investment, Employment & Skills**

Since August we received a total of 19 commercial property search enquiries, 26% of which focus solely on Dunstable/Houghton Regis and an additional 48% include this area in a wider geographical search. Enquiries were spread equally across a variety of property types in particular Land, Industrial, Office and Retail. The highest proportion of enquiries were from existing CBC companies looking to expand and/or relocate within the area. The remaining enquiries are equally split between start-up, inward investment and not knowns.

CBC's Business Investment Team met with DETA Electrical who are well established as a leading supplier to the UK electrical wholesale sector and they are moving from their central base in Luton to the new Panattoni site at Junction 11a. They are expecting the move will take place in March 2020 and they will occupy the new distribution centre which is around 69,000 square feet.

CBC are carrying out a joint promotion campaign in Property Week with Panattoni during October 2019 when MIPIM UK takes place (Property Investment Event). It is hoped that this will help raise the profile of the remaining larger unit (345,000 sq ft) on this site along with general profile raising as Central Bedfordshire to investors.

### **Bedfordshire Employment & Skills Service**

In the last academic year, 93 Houghton Regis residents enrolled onto one or more BESS courses across Central Bedfordshire (only 37 of these undertook courses being held in Houghton Regis, others travelled into Dunstable or across to Leighton Buzzard and Bedford). Of these learners, 31 were employed, 31 were unemployed seeking work and 31 were unemployed but not yet ready to start looking for employment.

This year, courses being held in Houghton Regis include Maths, English, Basic ICT and Preparation for Work and are running at the Kingsland Skills and Enterprise Centre, Bedford Square Community Centre and Houghton Regis Library.

Further information on courses offered by BESS can be found on the Council's website at: [www.centralbedfordshire.gov.uk/jobs/adult-learning/landing.aspx](http://www.centralbedfordshire.gov.uk/jobs/adult-learning/landing.aspx)

## High Street Vacancy Levels

According to Springboard, in collaboration with the BRC, the national town centre vacancy rate in August 2019 was 10.3%. This is a small increase on the previous quarter rate of 10.2 and is the highest rate since January 2015, (retail Gazette & BRC- Springboard footfall and vacancies monitor, August 2019).

Central Bedfordshire Council monitors the level of town centre retail unit vacancies across 11 towns. Much recent work has been done to produce a comprehensive audit of town centre units and this has meant there have been some changes to the overall number of units. Potton has also been added to the Council's monitoring. For these reasons it is difficult to compare August's vacancy levels with those previously reported.

The overall vacancy rate across Central Bedfordshire's town centres in August 2019 was 6.98%. There were a total of 945 retail units counted in our town centres and of these, 66 were vacant. On average, towns in Central Bedfordshire have a vacancy rate of 5.9%. The closure of banks, online shopping and the popularity of out-of-centre retail parks continues to have an impact on footfall in our town centres.

### Town Centre vacancies, August 2019

Town	Total town centre retail units	Vacant town centre retail units	Town Centre vacancy rate
Amphill	91	5	5.49
Arlesey	16	2	12.50
Biggleswade	154	13	8.44
Dunstable	240	26	10.83
Flitwick	45	2	4.44
Houghton Regis	26	0	0.00
Leighton Buzzard	226	9	3.98
Potton	25	1	4.00
Sandy	63	5	7.94
Shefford	41	3	7.32
Stotfold	18	0	0.00
<b>Total</b>	<b>945</b>	<b>66</b>	<b>6.98</b>

Source: Central Bedfordshire Council February 2019

### Town Centre vacancy rates in Central Bedfordshire, May 2018 – August 2019

Town	May 18	Aug 18	Nov 18	Feb 19	May 19	Aug 19
Amphill	5.6	5.6	6.67	5.56	4.44	5.49
Arlesey	0.0	0.0	0.00	0.00	6.67	12.50
Biggleswade	9.7	4.8	3.45	2.68	10.39	8.44

Dunstable	14.6	13.4	12.6	10.66	11.89	10.83
Flitwick	0.0	5.1	2.56	2.22	4.44	4.44
Houghton Regis	3.4	6.9	0.00	0.00	0.00	0.00
Leighton Buzzard	4.9	4.4	2.96	3.52	4.85	3.98
Potton	-	-	-	-	-	4.00
Sandy	3.0	4.5	5.97	6.56	6.67	7.94
Shefford	2.6	2.6	2.56	2.63	4.88	7.32
Stotfold	0.0	0.0	0.00	0.00	0.00	0.00
Average rate	<b>4.37%</b>	<b>4.7%</b>	<b>3.7%</b>	<b>3.4%</b>	<b>5.42%</b>	<b>5.9%</b>

Source: Central Bedfordshire Council August 2019

## 8. PARTNERSHIPS AND COMMUNITY ENGAGEMENT

### 8.1 Community Grants

At Executive on 20 August the go-ahead was given for new schemes worth £700,000 designed to support local groups to meet the needs of their communities.

First to be up and running is the Ward Councillor Grant Scheme which enables each of our 59 councillors to work with groups in their areas, to explore how relatively small amounts of grant funding could make a difference.

Each of our councillors has access to £2,000 which they can either support allocating in small grants to multiple organisations, or see the money allocated in its entirety to a single group who have need of a larger grant. They can also work together across a ward to combine their grants, if that's what is most needed.

Whether the groups are involved in cultural, environmental, sporting or social projects, they will be able to apply, provided they can match fund the grant they are seeking by alternative means to council funding and they have the endorsement of their Ward Councillor.

Secondly, for more significant projects, a Community Assets Grant Scheme is to be introduced, for which groups can apply for a grant of up to £25,000. The funding is for capital projects such as contributing to new or extensions to community infrastructure and any grant will need to be match funded.

The plan is to open bidding to the Community Assets Grant scheme in December 2019.

The third scheme under development is designed specifically to enable the council to work with towns and parishes across the area to help improve the cleanliness and tidiness of our communities. We are co-designing this with a group of parishes who

volunteered at the TPC Conference held in July 2019. We are looking to launch this in the Spring 2020 following consideration by the Executive.

More information about the community grants and how to apply for them is available on our website.

[https://www.centralbedfordshire.gov.uk/info/42/stronger\\_communities/678/community\\_grants](https://www.centralbedfordshire.gov.uk/info/42/stronger_communities/678/community_grants)

## 10.2 Town and Parish Conference

- The next Town and Parish Council conference is planned for 13 November.
- 91 town and parish council delegates attend three Planning training sessions held in September.

## 10.3 S106 funding – HRTC bids

HRTC submitted 3 projects for funding from monies secured for community facilities, all of which have been approved.

Project	£Amount
Community defibrillators	£6,800
Energy efficiency measures ( in recreation facilities)	£6,651
Flag pole illumination	£5,900
Total	£19,351

## 9. SOCIAL CARE, HEALTH AND HOUSING

### All Saints View

Work is progressing well at All Saints View. The superstructure is going up fast and bricklaying has begun in earnest.

The contractor, Galliford Try Partnerships, has been able to negotiate a dedicated space for sub-contractors to park in (the old Netto site). This will be especially helpful when more sub-contractors are needed on site for internal fittings and fixtures.

The project team has requested that work on site cease during the Armistice Day service in November.

The project has a dedicated Facebook page ([www.facebook.com/allsaintsview](http://www.facebook.com/allsaintsview)) and email bulletins at [www.centralbedfordshire.gov.uk/all-saints-view](http://www.centralbedfordshire.gov.uk/all-saints-view) where the latest updates, photos and news appear.

## **Job Fair**

The Housing Involvement Team delivered a Jobs Fair at the Houghton Regis Community Centre on 3<sup>rd</sup> July which was attended by 45 local people who were able to visit 20 information stands being hosted by local employers or employment support organisations. Feedback from the stand hosts was positive and suggested that 33 people had been helped to move closer to employment or would be considered to fill a current vacancy. Stand hosts included:

- Autism Bedfordshire
- Bedfordshire Employment and Skills Service
- Central Bedfordshire College
- Connells
- Disability Resource Centre
- National Careers Service
- SLL Houghton Leisure Centre
- Whipsnade Zoo

## **The Day Offer Project – Townsend Day Centre Review**

As part of the Day Offer project, the team are continuing to look for new opportunities for customers who access the Townsend Day Centre service in Houghton Regis.

The new Dunstable Centre has been identified as a place that could offer some customers that currently attend Townsend Day Centre the opportunity to access a range of leisure and library activities. Small groups of customers, supported by Townsend staff, have started visiting the new centre to participate in the types of activities they have said they enjoy.

More information about the Day Offer can be found online at [www.centralbedfordshire.gov.uk/day-offer](http://www.centralbedfordshire.gov.uk/day-offer).

## **10. PUBLIC HEALTH**

### **Stop Smoking**

Stop Smoking Services continue to be delivered through GP Surgeries in the Chiltern Vale sub Cluster B locality with both Houghton Regis practices continuing to perform well, being close to their local smoking quitters targets for the latest data period (up to end of Q1 2019/20).

Overall Chiltern Vale was at 76% against target for Q1 of 19/20 (44 actual quits compared to a target of 58).

Houghton Regis Practices exceeded targets:

	2019/20 Smoking Quitters
Houghton Regis Medical Centre	9 (target 10): 90% of target for year to date
Wheatfield Surgery	8 (target 10): 80% of target for year to date

The Stop Smoking Service introduced a re-modelled Service with effect from April 1 2019, to offer more flexible support options, including telephone support, plus a new app, which became available from July 2019.

Extended treatment programmes are available to some residents who would benefit most from them, for example those with a Mental Health diagnosis or COPD (Chronic Obstructive Pulmonary Disorder). The Smokefree Baby and Me programme is also available for pregnant smokers.

Call one of our advisors free on 0800 013 0553  
Email: [stop.smoking@centralbedfordshire.gov.uk](mailto:stop.smoking@centralbedfordshire.gov.uk)  
<http://www.smokefreebedfordshire.org/>

### **NHS Health Check**

The NHS Health Check is a national risk assessment and management programme for those aged 40 to 74 living in England, who do not have an existing vascular disease, and who are not currently being treated for certain risk factors.

It is aimed at preventing heart disease, stroke, diabetes and kidney disease and raising awareness of dementia for those aged 65-74 and includes an alcohol risk assessment. Everyone receiving an NHS Health Check will have a risk assessment which will look at individual risk factors as well as their risk of having, or developing, vascular disease in the next ten years. An NHS Health Check should be offered every five years.

GP practices continue to be the sole provider of the NHS Health Check programme; however, performance varies. As patients are entitled to one Health Check every five years, Practices have a target to invite 20% of their eligible population each year.

The latest data, as of the October 2019, shows that in Chiltern Vale locality 888 NHS Health Checks were delivered against a target of 810 for the period. They have invited 1,701 patients for a Health Check (target 2,188).

Both local Practices are performing as follows:

Houghton Regis Medical Centre is performing at 129% for Health Checks delivered (147 against a target of 114) and 81% offered (248 out of 306 target).

Wheatfield Road is performing at 32% for Health Checks delivered (42 against a target of 132) and 38% offered (137 out of 356).

Data quality continues to be excellent for both Practices; Houghton Regis Medical Centre is delivering at 99.9% for quality and Wheatfield Road 98.2%.

Public Health will continue to provide support to Practices looking to deliver Stop Smoking and Health Check services to their patients.

**11. PUBLIC PROTECTION**

1-Dust, 1- Noise and 1- Smoke.

An informal warning was issued regarding the smoke case – this was the redevelopment of a commercial premises into flats and burning materials on site. The issue stopped after the site was visited.

**Central Bedfordshire Council Consultation activity update**

Details of current and upcoming consultation activity undertaken by the Council are provided by the Knowledge & Insight Team. For more information about this update please contact Clare Harding, tel: 0300 300 6109 (ext. 76109).

Current consultations				
Subject	Description	Start	End	Lead officer
Public Space Protection Orders	Consultation on proposed public space protection orders – covering dog control orders and on-street drinking	9 Sept 2019	23 Dec 2019	Lisa Scott 0300 300 5733

Upcoming consultations				
Subject	Description	Start	End	Lead officer
Schools for the Future – Shefford & Stotfold	Consultation on the proposals for the schools in the Shefford and Stotfold cluster, to “have the right school places, in the right locations, delivering the best education.”	29 Oct 2019	20 Jan 2020	Peter Fraser 0300 300 6740

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